SUBGRANT APPLICATION

INSTRUCTIONS

Montana Board of Crime Control
Email: mbcc@mt.gov
Website: mbcc.mt.gov

General Information

This guide provides instructions regarding the proper completion of an online grant application to the Montana Board of Crime Control (MBCC). Throughout this document you will find guidance and explanations that may prove helpful. Please feel free to call staff listed on the RFP if you need clarification.

Awarded grants form a contract between you and MBCC. It is, therefore, important that you carefully consider the objectives and expectations of your project. You will be held accountable for the responsible use of federal funds.

IMPORTANT NOTICE FOR ALL APPLICANTS

NEW FEDERAL REQUIREMENT Effective January 1, 2009, all grant applicants applying for federal funding must ensure their agency has a Dun & Bradstreet Data Universal Numbering System (DUNS) number and Central Contractor Registration (CCR). **MBCC can not accept your application or make an award of federal funds without a DUNS number or CCR registration**. Online application for a DUNS number is at http://fedgov.dnb.com or call the hotline at 1-866-705-5711. Once you receive a DUNS number, the next step is CCR registration. Review the CCR handbook at www.ccr.gov before registering to gather the necessary information. The required information could take several weeks. To register with CCR go to www.ccr.gov. Click on "Start New Registration" on the left navigation bar. Contact the CCR Assistance Center at 1-888-227-2423 or 1-269-961-5757 with any questions. Once you have completed the online CCR registration, please allow ten (10) business days to receive your valid registration.

NEW USERS

If you are a new applicant, you will need to register and receive confirmation from MBCC before you can begin your online application.

New User Registration

Choose Login ID: Create your login ID using from 4 to 20 characters. No spacing or punctuation is allowed.

Password: Passwords must be at least 8 characters and are case sensitive. Passwords must contain at least one digit and at least one letter. No special characters or punctuation is allowed.

Confirm Password: Re-enter your password.

First Name: Enter the first name of the person filling out the application.

Last Name: Enter the last name of the person filling out the application.

E-mail Address: This address will be used by MBCC to contact you and/or your agency.

Phone: Enter phone number.

Agency Information

Agency Name: Enter the agency applying for the grant.

Agency Type: Select which agency type pertains to the agency. County, city, private/non-profit, school district, district court or municipal court.

Address/City/ST/Zip: Enter the agency address.

County: Choose the county the agency is in.

Federal Employer or Payee Identification Number (FEIN): Enter your Federal Employer or Payee Identification Number.

Once this screen is completed, click Create. This notifies MBCC that you have registered. MBCC will activate you within 5 business days. You will receive an e-mail from MBCC, once you have been activated. You will then login to the system using the User ID and Password you used when you registered. Once you have successfully logged in, it will take you to the **My Applications** page.

My Applications

Choose an RFP by selecting **File a New Application**. Select the RFP you are applying under.

Section 1. Face Page – Part 1

Information on this page is populated from the information you entered when you first registered as a new user.   If any changes need to be made to the agency information, you will need to e-mail MBCC at **mbcc@mt.gov**.

If the agency address is a post office box, please fill in the **Program Street Address** unless it is a non-disclosed location.

Section 1. Face Page – Part 2

Proj. Dir. Name: Enter the name of the project director.

Proj. Dir. Title: Enter the project director's title.

Address/City/Zip: Enter the business address for the project director.

County: Select the county.

Phone: Enter a phone number for the project director.

E-mail: Enter an e-mail address for the project director.

Section 1. Face Page – Part 3

Project Title: Enter the project title.

Project Duration: Enter the start and end dates for the project. Do not exceed 12 months, unless specifically instructed to do so by MBCC.

Other Federal Support: Describe any other federal sources of funds that will be used to support this project.

If previously funded: Indicate the total number of months of federal support this project has received.

If 'Other' Months =: Enter the total number of months this project has received federal support if the number of months is different than what is available in the drop-down box from **If previously funded**.

If a continuation grant: Indicate the MBCC grant identification number assigned to your current grant.

Section 2. Project Budget

There are two parts to the budget: the Project Budget and the Budget Narrative. The **Project Budget** has five sections: Personnel, Contracted Services, Travel and Per Diem, Equipment, and Operating Expenses. The **Budget Narrative** details how you arrived at and calculated the amounts listed on the Project Budget. You must specify how you arrived at the costs. A clear budget narrative tied to the project objectives is one of your strongest selling points. ***Each application must include a Section 2. Project Budget as well as a Section 3. Budget Narrative***.

Local Match: Calculate your match requirement as a percentage of <u>the total</u> project budget. First determine how much the project will cost, then determine what your match requirement is by taking the percentage of the <u>total</u> project budget. ***Check your RFP for the required match.***

When calculating matching funds (i.e. 20% match requirement), the following formula may be useful:

Step 1	<u>Amount requested</u>	=	Total Budget
	.80%		
Step 2	Total Budget X .20%	=	Local Match

Example: $20,000.00 federal funds are being requested. The local match requirement is 20%.

Step 1	<u>$20,000</u>	=	$25,000 Total Budget
	.80%		
Step 2	$25,000 X .20%	=	$5,000 Local Match

All applicants must explain the source and the amount of match.

If match is being provided from several sources (agencies), signed letters of agreement or signed inter-local agreements committing to the match are required.

Miscellaneous Information

Audits: If your agency receives less than $500,000 per year in total federal assistance, you will not be required to arrange for an audit and may not charge audit costs to your grant. *(**Note:** Agencies receiving $500,000/year or more in total federal assistance will be required to have an audit performed in accordance with Federal Circular A-133. Costs for such an audit should be charged proportionately to all programs being audited.)*

Indirect Costs: No indirect costs are permitted, such as percentage for overhead costs. All costs must be budgeted as a direct cost (e.g. x $ per hour) or contracted service, etc.

Capital Improvements/Investments: No capital investments or improvements are allowed, unless specifically stated in the RFP.

Supplanting: The Office of Justice Programs describes supplanting as "...federal funds will not be used to replace state or local funds that would, in the absence of federal aid, be made available for law enforcement, criminal justice, victim compensation and assistance and drug enforcement."

Section 3. Budget Narrative

A.   Personnel

Personnel frequently are the largest expenditure. Costs must tie to personnel used to implement the project. Be aware of overtime costs and bargaining unit contracts. Time and attendance records must be maintained. Federally funded personnel may not be used for fund raising purposes.

B.   Contracted Services
Consultant Fees: Consultant fees must follow the applicable federal guidelines from the Office of Management and Budget Cost Principles A-122, A-87, or A-21 and state policy. List the name of each consultant, the service to be provided, hourly or daily fee (8-hour day) and estimated time of project. An 8-hour day may include preparation, evaluation and travel time in addition to the time required for actual performance of services.

Consultant Expenses: List all expenses to be paid from the grant to the individual consultants in addition to their fee (i.e. travel, meals, lodging, etc).

Contracts: Provide a description of the product or service to be procured by the contract and an estimate of the cost.

C.   Travel and Per Diem
The basis for calculation is the current state rate. Current in-state and out-of-state rates can be found at the following website:

mt.gov/doa/doatravel/travelmain.asp

Contact fiscal staff listed in the RFP if you need assistance estimating out-of-state per diem.

D.   Equipment
Equipment must be necessary to the project. Excessive equipment is considered a reason to deny a proposal. Equipment costing less than $1,000.00 may be considered consumable supplies and should be budgeted as an **operating expense**.

Purchases of less than $5,000.00 require proof of competitive pricing. You should get at least three telephone bids and document your files accordingly. Purchases of more than $5,000.00 require at least three written bids. The process must be documented, and acceptance of other than the lowest bid must be justified to MBCC. Sole source procurement of items costing $5,000.00 or more must receive prior approval from MBCC, be justified and documented. Show consideration of more than one source of supply.

E.   Operating Expense
Operating expenses consist of rent, phone charges, expendable supplies, utilities, etc. ***Indirect costs are not allowed.***

Section 4. Project Narrative

Provide a description <u>in the order listed</u> of each component requested. Clearly present each topic, separated by subject headings. You must address <u>each</u> of the five areas: Needs Statement, Goals and Objectives, Implementation Plan, Evaluation/Assessment, and Future Funding. These components describe to the reader the importance of the project, what you will do, and how you will do it.

Using 12-point font and double-spacing, do not exceed four pages for the Executive Summary.

Executive Summary
Briefly summarize the scope of your project, state problem(s) or need(s), objectives and outcomes to be gained, and total cost of the project. This section should be brief, concise and limited to 4 pages, double-spaced.

Using 12-point font and double-spacing do not exceed 24 pages for Subsections a-f.

a.   **Needs Statement (for the Drug Task Forces this is the Threat Assessment)**
Document the need and explain the problem. What is the problem and how do we know it is a problem? Include relevant facts, statistics, or other measures of the problem/need. The Needs Statement should be succinct and concise. Clearly describe the target population effected by this project. Use data specific to the target population of your grant application (statewide data or community data).

b.   **Goals**
Clearly presenting the project's goals and objectives is critical to the application and should be undertaken with care and deliberation. Based on the Needs Statement, the goals and objectives tell the reader what it is you are proposing. The sections below outline elements you should consider in preparing your goals and objectives for the application. Each application must have an identifiable goal and clearly stated objectives.

Goals are defined as a desired state of affairs that are timeless. The Goal Statement should be a concise statement of the project direction. A goal does not have to be immediately attainable but should be realistic, understandable and related to the Needs Statement. A single overriding goal is usually sufficient.

c.   **Objectives**
Objectives are specific milestones aimed at achieving your goal(s). Objectives must state a date when a particular milestone will be reached, be measurable, and include valid indicators of reaching the milestone. They must be attainable, realistic and related to the goal(s). You should be able to describe your project with **3- 5** objectives. Please limit your objectives to 350-characters or less. Once the objectives are determined, establish an implementation schedule (how to reach the objectives) and the evaluation/assessment plan (reporting the measures of the objectives).

Objectives:
✓   Start with the word "To"
✓   Specify a single result to be accomplished
✓   Specify a target date for completion
✓   Specify maximum cost factors, if applicable
✓   Are measurable and verifiable
✓   Specify only what and when -- NOT why and how
✓   Are readily understandable, realistic, and attainable
✓   Are consistent with budget requirements.

d.   **Implementation Plan**
The implementation plan describes how you will accomplish your objectives. There is no specific

model for you to follow. A suggested format is a table (or action plan) listing the objective(s), who is responsible, the timeline, how each will be accomplished, projected costs, resources needed, etc. If other agencies are involved and have responsibilities in your project, attach letters of agreement and support to your application. Articulate your ability to begin the project on the start date.

e.   **Evaluation**
This section is used to document what data you intend to collect to verify that you met the objectives. A few good measures are better than many poor ones. Be sure to clearly state what data will be collected, how, by whom and when. In some cases, the data to be collected is predetermined by federal regulations.

Use of Data. The internal assessment portion of your application is to outline how you will use the data you collect to modify or alter the project should the data so indicate. For example, if you didn't meet a timeline set forth in an objective, how will you use this information to modify the project? Internal assessment asks, 'How can we look at ourselves to make sure we are going where we intend to go?' Indicate how you intend to assess your project.

f.   **Future-Funding/Sustainability Plan**
Each application must contain a future-funding plan. To assure that future needs are considered, applicants must include a plan which outlines how a project intends to be funded in the future.

This plan should address:
- ✓ Current year funding plans which includes a description of match amounts and source(s).
- ✓ Estimated funding requests for the subsequent year if the applicant intends to request additional funding. Include the match, sources and total budget to the extent possible.
- ✓ Estimated total length of federal funding you anticipate seeking in your plan for this project. A good future-funding plan will plan for decreasing use of federal funds year to year. We recognize this funding plan may need to change over the term of federal support.
- ✓ A general description of funding in the final year of federal support.

Limitations. Federal regulations generally limit funding to a finite number of months per project. Given congressional trends, there is never assurance of funding from year to year. Funding plans are needed to anticipate shortfalls or absence of federal grant funds.

Attachments
Limit attachments to pertinent letters of support, documentation supporting researched-based projects, and similar materials. Attachments should be kept to a minimum and focus on support from those willing to provide specific resources to continue the project.

NOTE DO NOT EXCEED 4 PAGES FOR EXECUTIVE SUMMARY & 24 PAGES FOR PROJ. NARRATIVE

Section 5. Special Assurances and Conditions

The subgrant application contains a list of Special Assurances and Conditions that are part of the contract between MBCC and the subgrantee upon award. The signature page binds you to the Special Assurances and Conditions.

Section 6.   Signature Page

Original signatures are required. The application, when awarded, forms a contract between you and MBCC. The signatures are binding. Duplicate responsibilities are not allowed. For example, no single person can sign as Agency Representative and Project Director.

A.   **Official Budget Representative**

     This signature must be of a person <u>with budget-setting authority</u>. This is to assure the match funds are committed. This person generally is a Mayor, Chair of the County Commissioners, Tribal Chair, Department Director, President of the Board of Directors, etc.

B.   **Project Director**

     These fields will populate from the project director information entered previously.

C.   **Financial Officer**

     The Financial Officer is the person responsible for the financial control of the project and fiscal reports.

D.   **Clerk/Clerk & Recorder**

     This signature is only required for cities and counties. It is required to notify the Clerk and Recorder for accounting purposes.

Application Procedures

The majority of the application will be submitted online; however, some documents <u>must</u> be mailed. Your application will be considered complete only if the online application is submitted and the mailed documents are postmarked by the deadline stated in the RFP. The following parts of an application need to be mailed:

- Signature page
- Proof of non-profit status (if applicable)
- Letters of support
- Position descriptions
- Other miscellaneous documents unique to the RFP you are responding to

Who to call for assistance: Call our office at 406-444-3604 if you need assistance with online registration or submission of the online application. If you have questions regarding the application content, check the RFP for the name and phone number of the fiscal or program staff.

Review and Award Process

Applications are reviewed by the staff and the Application Review Committee. *The Application Review Committee acts on each application to:*

1. Recommend award,
2. Recommend denial, or
3. Seek additional information or clarification prior to recommendation.

The Committee carries its recommendation to the full Board/Council for final action. Their recommendation is based on: the quality of the application; an assessment of the need for the project; whether the project is responsive to the RFP, the applicant's history with other projects; the likelihood of success, and other factors as required by the federal granting agency and MBCC policy.   The Board/Council's determination of need remains a primary factor in the decision-making process.

The Committee's recommendations will be mailed to each applicant prior to the Board/Council meeting.

The recommendation of the Committee may be appealed to the full Board/Council by notifying the Executive Director, in writing, at least 10 working days prior to the Board meeting.   Appeals must be based on substantive issues.

Successful applicants are required to submit online quarterly reports for the fiscal and program activity of their grant, in the format prescribed by MBCC. The timeliness and quality of the quarterly reports affect your ability to continue an existing project and your eligibility for future grants. Grant reporting requirements are in direct response to demands placed on MBCC by the federal agencies providing the funds to Montana. Every effort is made to reduce the information required from grant administrators, however, a certain level of fiscal and program information is mandatory. The best method of documenting accountability is through responsible reporting.